

DEPARTMENT OF GENERAL SERVICES  
Records Management DivisionSCHEDULE  
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## RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL

Equal Employment Opportunity

AGENCY

DIVISION

Item No.	Description	Retention
1	<u>Equal Opportunity Personnel (Case Files)</u>  These folders include information received from other EEO personnel in the State government. The information concerns job openings, hiring, grievances, discrimination complaints connected with State employees.	Retain in office for one (1) year, then transfer to a State Records Center for two (2) additional years, then destroy.
2	<u>EEO Workshop Agenda and Evaluation of Workshops</u>  Agendas of previous workshops and evaluation of the various EEO and AA workshops by the participants.	Retain in office for one (1) year, then transfer to a State Records Center for two (2) additional years, then destroy.
3	<u>Statewide Racial Summary (Departmental and General)</u>  Statistical information concerning the breakdown of State employees according to job category and race.	Retain in office for one (1) year, then transfer to a State Records Center for two (2) additional years, offer to the Archives and if they refuse, then destroy.
4	<u>EEO Grievance, General, Technical, and Closed Cases</u>  Cases of discrimination handled by the Division of Equal Employment Opportunity. These cases of discrimination involve State employees. When these cases are completed, they are filed in the closed case file.	Retain in office for one (1) year after case is closed, then transfer to a State Records Center for two (2) additional years, then destroy.
5	<u>Affirmative Action Plans and Policies</u>  This file contains the affirmative action plans for all State agencies and departments which pertain to equal employment opportunity.	Retain in office for one (1) year, then transfer to a State Records Center for

Schedule approved by Department, Agency or Division Representative

Robert E. Matthews  
Robert E. Matthews

Signature

State Coordinator, Equal Opportunity

Title

5-6-77

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/1/77  
DateEdw. J. Gierman  
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

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Item No.	Description	Retention
6	<p><u>EEO-4 Forms</u></p> <p>These forms are compiled yearly for the Federal government. They contain statistical information in reference to job categories in the State service. The statistics pertain to classification and grade level in comparison to the race and sex of the individual.</p>	<p>two (2) additional years, then destroy.</p> <p>Retain in office for one (1) year, then transfer to a State Records Center for two (2) additional years, then destroy.</p>
7	<p><u>Resume Files</u></p> <p>Resumes are sent to EEO requesting job placement. Resumes are kept on file and referred to State agencies when these agencies have job openings available.</p>	<p>Retain in office for one (1) year, then transfer to a State Records Center for two (2) additional years, then destroy.</p>